

13 February 2020

Dear Parents

### Year 7 Parents' Meeting – Wednesday 1 April 2020

You and your son are invited to the Year 7 Parents' Meeting being held on **Wednesday 1 April** in the **Queen's Hall** from 4.15 – 6.45pm where you will have the opportunity to meet up to 6 teachers for a 5-minute appointment. As this is a formal School occasion, students are expected to attend in full School uniform.

We use an on-line booking system for Parents' Meetings so that you can book directly using the following link: <https://rgshw.parentseveningsystem.co.uk/>. The system will be available from **7.00pm on Wednesday 11 March** – please note it will not be open for bookings before this date and time.

To address concerns about a lack of availability of appointments we manage the bookings in the following way. It is important you only use 1 email address to make appointments to see your son's teachers. Initially, you can only book a **maximum number of 3 appointments** so would advise you to prioritise appointments in subjects where there are concerns. **Please book as early as possible as some teachers' appointments go very quickly.** If a member of staff teaches your son in more than one subject, please only book a single appointment with that teacher.

On **Wednesday 18 March at 9.00am** a further three appointments will be made available, making a total of six. We will send you a reminder nearer the time. **Please note, the system inserts a 5-minute gap between bookings to ensure you have enough time to get to your next appointment.**

The booking system will close at **11.55pm on Friday 27 March.** You will not be able to make any appointments after this date and time.

We hope you find this system effective and attach a brief user guide to help you. We would, in particular, like to draw your attention to the information regarding logging in details. If you do experience any difficulties or technical issues please contact Mrs Gamester (01494 551432 or [pg@rgshw.com](mailto:pg@rgshw.com)).

Yours sincerely

James Eve  
Assistant Head